

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: FACILITIES MANAGER

POSITION REPORTS TO: Assistant Superintendent for Business Services

POSITION SUPERVISES: Designated Staff

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration, Public Administration, Facilities Management or related field AND a combination of five years of related administration, management, and facility maintenance experience; OR, any equivalent combination of experience, training and/or education approved by the ASDB Department of Human Resources.

PREFERRED QUALIFICATIONS:

Public sector administrative or management experience; knowledge and experience in loss prevention; experience with the State of AZ Schools Facilities Board; and Sign Language skills.

GENERAL DUTIES:

This position under the direction of the Assistant Superintendent for Business Services is responsible for some or all of the following areas:

Facilities Management:

Manages general maintenance activities for buildings, furniture, property and equipment to include housekeeping, mechanical, electrical, refrigeration, carpentry, painting and other repair and maintenance; secures appropriate staff as required for work requests. Schedules and coordinates the activities of facilities maintenance, trades, grounds or labor operations to ensure maximum efficiency and effectiveness. Schedules work projects, sets standards and inspects job sites to ensure code compliance, quality of craftsmanship and procedures and standards are met.

Plans and develops work schedules, equipment usage schedules, preventative maintenance programs, priority of expenditures and procedures for equipment and system maintenance.

Administer the standards and guidelines described by the Arizona State School Facilities Board (SFB). Enforces safety regulations and adherence to proper codes and standards. Plans for major repair, replacement or modification of facility systems and equipment. Establishes, manages, forecasts expenditures and recommends to the Assistant Superintendent for Business Services adjustments to the operating budget and staffing requirements for the facility operations.

Determines the extensiveness of needs and recommends to the Assistant Superintendent for Business Services methods of corrective action, costs, feasibility and priority.

Coordinates outside contractors and/or other support services, the completion of major repairs, modifications or replacements of equipment and/or systems.

Develops long and short-term plans pertaining to equipment and systems maintenance and/or projected replacement needs. Reviews plans for future buildings and inspects new buildings to ensure compatibility with existing codes and maintenance standards and to ensure proper grounds and irrigation management. Monitors condition of facilities and coordinates assessments with other appropriate parties. Develops and standardizes specifications for products, furniture and equipment. Plans and develops work/staffing schedules, equipment usage schedules and procedures for work unit; schedules and coordinates work requests and acts as liaison with requesting department. Estimates time, material and labor costs for remodeling repairs or other jobs for work unit. Monitors progress and cost of on-going projects with appropriate supervisor.

Security:

Plans, implements, controls and evaluates security and safety program to reduce or prevent health/safety hazards, dangers or accidents in the areas of fire, life, occupational or industrial hygiene safety and ensure the security and safety of students, staff and the public. Interprets and evaluates schools compliance with applicable safety codes. Develops, recommends and implements policies on health/safety protection; develops accident prevention and loss control systems and programs and ensures implementation throughout Agency. Monitors safety inspection program; evaluates program maintenance and determines priority of existing hazard correction; makes random visits with inspectors. Monitors worker's compensation program; oversees investigations; analyzes trends to identify problem areas and recommend action to reduce risk and financial loss. Advises, coordinates with and provides technical guidance to staff, faculty and administrators regarding safety codes, policies and procedures. Maintains relationships with regulatory agency representatives to remain current on changing standards and interpretations; serves as contact person for schools. Develops and implements health/safety educational programs or activities to improve awareness of safety and protection procedures.

Conducts or directs studies and statistical analysis to identify hazards and evaluate potential for loss; prepares report on findings, and develop corrective action plans for implementation.

Ensures required licenses or registrations are maintained for hazardous materials.

Oversees issuance of campus/facilities keys and maintains the records; collects and clears separated employees.

Loss Prevention:

Enforces compliance with state and federal health, safety and fire codes designed to reduce or prevent safety hazards, dangers or accidents in areas of hazardous materials, fire, life, occupational and/or industrial hygiene safety. Manages functions related to loss prevention for liability, property and workers' compensation, and manages the processing and monitoring of claims to recover losses in each of these areas. Prepares and submits documentation in support of property and liability claims involving the schools and programs.

Monitors all other claims status with the state and user departments until settlement is complete.

Participates in compiling and reporting institutional data to establish insurance coverage requirements. Requests certificates of insurance from the state to meet school obligations as required by contract or other agreement. Advises the Assistant Superintendent for Business Services on the status of the school's insurance programs and recommends appropriate actions.

Reviews and analyzes loss histories for a wide variety of exposures and recommends appropriate measures to minimize losses; compares loss histories to premium costs to determine if charges are appropriate and commensurate with exposure and loss history. Participates in the management of the workers' compensation program. Acts as the principal liaison to the Arizona Department of Administration Risk Management Division in regards to insurance matters.

Coordinates the development of grant proposals regarding functions for students and staff.

Designated primary leadership role on safety and accident review committees.

Other Related Activities:

Compiles budget estimates and information for special projects. Supervises the work of subordinates that contributes to the mission of the agency. Establishes, manages, forecasts and recommends to the Assistant Superintendent for Business Services adjustments in the operating budget and staffing requirements for operations. Assists in the development, implementation, evaluation and coordination of departmental activities to attain program goals and objectives. Assists in the development, preparation and monitoring of the annual budget for each assigned work unit. Develops and maintains a positive customer service orientation from assigned staff. Plans, develops and manages appropriated and contractual budgets for assigned departments.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of State and Federal health and safety regulations.
- Knowledge of the standards and guidelines of the State of Arizona School Facilities Board.
- Knowledge of Building Adequacy Guidelines and Minimum Adequacy Guidelines described by the School Facilities Board.
- Knowledge of Arizona Department of Administration building renewal guidelines.
- Knowledge of administrative practices and personnel management.
- Knowledge of federal, state and local laws and regulations governing safety procedures, policies and programs.
- Knowledge of general maintenance principles, practices and techniques.
- Knowledge of local, state and federal building codes, regulations and mandates including those applicable to a school and programs.
- Knowledge of risk management concepts to include insurance, claims and loss analysis/control.
- Knowledge of supervisory practices and principles.
- Knowledge of the operation of a central refrigeration and heating equipment.
- Knowledge of the practices and techniques of supervision and management.

- Knowledge of the principles and practices of occupational safety.
- Knowledge of the principles and techniques of building construction, maintenance or grounds and irrigation management as they relate to the skilled crafts.
- Knowledge of ASDB agency policies and procedures
- Skill in managing the operations of various departments within the ASDB agency with a cohesive manner.
- Strong analytical and communicative skills.
- Skill in analyzing data for trends and needs.
- Skill in applying general maintenance principles, practices and techniques.
- Skill in interpreting and applying federal, state and local safety laws and regulations. Skill in developing safety policies.
- Skill in investigating and analyzing accidents and their causes.
- Skill in planning and supervising a maintenance/construction operation.
- Ability to apply administrative processes and procedures.
- Ability to effectively communicate with a diverse population of students, staff, and stakeholders.
- Ability to utilize computer software to enhance agency operations.
- Ability to anticipate and evaluate hazardous conditions, develop control methods, and monitor corrective practice.

SPECIAL REQUIREMENTS/CONDITIONS:

Must complete a beginning sign language class during the first year of employment. Must complete certification requirements by State Risk Management for Certified Loss Prevention Manager during the first year of hire. Travel required.